

GLADSTONE 8-BALL ASSOCIATION INC.

FACEBOOK MODERATOR POSITION DESCRIPTION

Document type	Position Description
Role	Facebook Moderator
Position type	Appointed Volunteer Position
Status	Approved

Purpose of the Role

Support GEBA by maintaining an active, accurate and professional presence on the Association's Facebook page and associated Facebook events, and by promoting Association activities using information approved or supplied by the Management Committee.

Constitutional & By-Law Authority

- GEBA Constitution 2025: Rule 20 - Management Committee control and administration
- 8-Ball By-Laws 2026: Clause 5 - Social Media Policy
- GEBA Code of Conduct
- AEBF Social Media Policy as incorporated by the By-Laws

Key Responsibilities

- Maintain the GEBA Facebook page and associated Facebook events in a professional, accurate and timely manner.
- Create promotional posters, graphics and other material for GEBA competitions, tournaments, representative events, social activities and other Association initiatives.
- Create and/or maintain Facebook events for upcoming GEBA activities as directed by the Management Committee.
- Promote upcoming events through appropriate posts, reminders and event updates.
- Ensure upcoming and relevant events are prominently displayed and pinned where appropriate, and promptly unpin concluded events and outdated promotional material.
- Publish event information including dates, times, nomination requirements, entry fees, eligibility requirements, dress requirements and competition formats using approved information.
- Publish reminders regarding nominations, registrations, fixtures, championships, trials, meetings and other important Association activities.
- Assist with publishing official notices, competition information, player gradings, results and other information where requested by the Management Committee.
- Use GEBA's name, logo and branding consistently and appropriately.
- Check posts, posters and events for accuracy before publication and promptly correct errors.
- Monitor comments and activity and take reasonable moderation action to maintain a respectful and appropriate online environment.
- Refer complaints, disputes, disciplinary matters or contentious issues to the Management Committee rather than attempting to determine them through Facebook.
- Coordinate with other moderators and committee members to avoid conflicting, duplicated or outdated information.
- Maintain appropriate security over administrator/moderator access and immediately report suspected unauthorised access or security issues.

Role-Specific Responsibilities

- Do not publish content that is abusive, harassing, threatening, demeaning, defamatory, offensive, hateful, unlawful, infringing or likely to bring GEBA, its officials, members, sponsors or the sport into disrepute.
- Use Association branding only for authorised GEBA purposes and in accordance with Management Committee directions.

Authority & Limitations

- Routine administration, promotion and moderation may be undertaken within the scope of the role.
- Unless specifically authorised, the Moderator must not announce or change Association policy, competition rules, formats, eligibility requirements, fees or nomination conditions; make commitments on behalf of GEBA; issue disciplinary decisions; respond on behalf of the Management Committee to formal complaints; publish confidential information; or represent a personal opinion as an official GEBA position.

- Final authority for the management and administration of the Association remains with the Management Committee.

Governance & Conduct

- Act in the best interests of GEBA and its members.
- Comply with the GEBA Constitution 2025, 8-Ball By-Laws 2026, GEBA Code of Conduct, applicable Association/AEBF/QEBF policies and lawful Management Committee directions.
- Follow reasonable directions of the Management Committee and remain within the authority delegated to the role.
- Maintain confidentiality regarding information obtained through the role.
- Treat members, volunteers, officials, sponsors, affiliated organisations and members of the public respectfully and impartially.
- Place participant safety and welfare above convenience when exercising an official or administrative function.
- Avoid conflicts of interest and promptly disclose any actual or potential conflict to the Management Committee.
- Protect GEBA's reputation, property, systems, branding and information.

Appointment & Expected Commitment

- Appointed by the Management Committee and holds the position subject to the ongoing approval and direction of the Management Committee.
- This position is not a Management Committee position unless the person is separately elected or appointed to the Management Committee in accordance with the Constitution.
- Undertake the responsibilities of the role reliably and coordinate with relevant committee members and volunteers.
- Relinquish Association property, records, accounts, credentials and access promptly when requested or when leaving the role.

Reporting Relationship

Reports to the Management Committee and works collaboratively with other Facebook Moderators and authorised GEBA officers.

Governing Documents

- GEBA Constitution 2025
- GEBA 8-Ball By-Laws 2026
- GEBA Code of Conduct
- AEBF Social Media Policy
- Applicable AEBF/QEBF policies and Tournament Rules where relevant
- Directions and resolutions of the GEBA Management Committee and members, where properly made

Alignment & Approval

If there is any inconsistency between this position description and the GEBA Constitution 2025 or 8-Ball By-Laws 2026, the Constitution and By-Laws prevail to the extent applicable. The By-Laws must be read subject to the Constitution. This position description should be reviewed by the Management Committee and adopted or amended in accordance with the Association's governing documents.

Acceptance of Position Description

I acknowledge that I have read and understood this position description and agree to undertake the responsibilities of the role in accordance with the GEBA Constitution 2025, 8-Ball By-Laws 2026, GEBA Code of Conduct, applicable policies and lawful directions of the Management Committee.

Name: ALAN SMITH

Signature: Alan Smith

Date: 13/9/26

For Management Committee: _____

Signature: _____

Date: _____